



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- ☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☒ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☐ Interested individuals who meet the stated requirements

**Issue Date:** October 2, 2020

**Posting No.:** 152-20

**TITLE:** Promotional Sales Specialist **SALARY:** \$62,645.01 - \$88,933.02

**LOCATION:** Central Office, DEPTCOR – Trenton, NJ

**JOB DESCRIPTION:** Under direction of a supervisory official in the Department of Corrections, is responsible for the promotion of sales and services activities including, but not restricted to: cultivation of consumer markets; identification of market needs; coordination of new product line and/or development or modification to existing lines; design and/or dissemination of promotional sales materials utilizing media and mechanical production through planning, developing, and implementing promotional sales campaigns. Coordinates activities with other units within State Use Industries to achieve customer satisfaction with product and service, selection/design, quality, price, scheduling of delivery/installation, and resolution of complaints/concerns. Reviews and finalizes orders for products and services within established protocols; does related work as required.

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**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of sales advertising experience to include the preparation and dissemination of catalogs, flyers, brochures, exhibits, and displays.

**NOTE:** applicants who do not possess the required education may substitute additional experience as indicated above on a year-to-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**SPECIAL NOTE:** The duties of this position may require heaving lifting of such items as cartons of promotional literature, and sample products used in promoting State Use Industries products and services.

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**PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN OCTOBER 19, 2020.**

Forward Response To: Civilian Recruitment – Office of Human Resources  
Central Office Regional Personnel Services, Region 6  
P.O. Box 863  
Trenton, NJ 08625-0863

**Emailed resumes are to be sent only to:**

**[Civilian.Recruitment@doc.nj.gov](mailto:Civilian.Recruitment@doc.nj.gov)**